

PROCUREMENT SUMMARY

A. CONTRACT INFORMATION

Contract Number:	Change No.	Department Name
Solicitation Number:		Supplier Name & Address:
Purchase Estimate/Requisition Number:		
Transaction Description:		

B. TOTAL PRICE SUMMARY (See attached Spreadsheet)

Proposed Price	Evaluated Bid Price	Contract Amount
\$.00	\$.00	\$.00

C. PRICE OR COST ANALYSIS

1. ☐ **Adequate Price Competition** (at least two responsible bidders submitting independent responsive bids)
Was the award made to the lowest evaluated price? ☐ Yes ☐ No
2. ☐ **Established Catalog/Market Price** of commercial item sold in substantial quantities to the general public

Name of Catalog/Publication
Page No.
Date:
3. ☐ **Price Set By Law or Regulation** (Explain any price differences in Section F)
4. ☐ **Historical Comparison** with same/similar item whose price was established on a previous buy through:

☐ adequate price competition
 ☐ cost analysis
 ☐ catalog/market price

<u>Historical</u>	<u>Award Date</u>	<u>Historical</u>	<u>Current</u>
<u>Contract/Order Number</u>		<u>Quantity / Unit Price</u>	<u>Quantity / Unit Price</u>
5. ☐ **In-House Estimate** (Provide basis of estimate in Section F)
6. ☐ **Cost Estimating Relationships (CERs)** (yardstick/parametric) (Explain in Section F)
7. ☐ **Value Analysis** (Explain analysis in Section F)
8. ☐ **Visual Analysis** (Explain analysis in Section F)

☐ Review of available drawings, specifications, etc by: _____

Name/Date
9. ☐ **Cost Analysis** (Use Section F for narrative & attach spreadsheet)

Based on the information contained herein, the awarded price on this Procurement Transaction is:

Fair and reasonable ☐ Best obtainable ☐ or "Other" (See Section F) ☐

Signature of Buyer

Date

D. SUPPLIER SELECTION

1. Solicitation Type: ☐ IFB ☐ RFP ☐ Price Request ☐ Phone Quote ☐ RFQ
☐ Other: _____
2. Supplier Outreach: Contract Register ☐ Number of Suppliers: _____
Partial Mail List ☐ Number of Suppliers: _____
NCB ☐ Approval Date: _____
SCR ☐ Approval Date: _____
Std. 821 ☐ Approval Date: _____
Request for Interest ☐ Number of RFIs sent: _____
Responses to RFI: _____
3. Solicitation Amendment(s): ☐ No ☐ Yes Number of Amendments: _____
4. Number of Responding Bidders: _____ Number of Certified Small Business Bidders Responding: _____
5. See Attached Spreadsheet for Names of Responding Bidders: ☐
Or List Responding Bidders: _____

6. Lower Priced Bidders Rejected (For evaluation on low price/cost only)?
☐ No ☐ Yes How Many? _____ (If yes, see attached rejection form for detail)
7. Were Preferences Applied to Bidders?
SMALL BUSINESS PREFERENCE
If yes, was award result of application of the preference? ☐ Yes ☐ No
TARGET AREA CONTRACT PREFERENCE ACT (TACPA)
If yes, was award result of application of the preference? ☐ Yes ☐ No ☐ N/A
ENTERPRISE ZONE ACT PREFERENCE (EZA)
If yes, was award result of application of the preference? ☐ Yes ☐ No ☐ N/A
OTHER (Explain in Section F)
If yes, was award result of application of the preference? ☐ Yes ☐ No ☐ N/A
8. Did the selected bidder propose any DVBE participation? ☐ Yes ☐ No ☐ N/A
If yes, was award result of application of the DVBE incentive? ☐ Yes ☐ No
9. ☐ Certifications and eligibility were verified with Office of Small Business and DVBE Services

Name _____ Date _____ (and/or) _____
Date of database screen print _____
10. Purchase Estimate Amount: \$.00 _____
11. If contract amount exceeds Purchase Estimate amount, has originating department authorized additional funds required? ☐ Yes ☐ No

E. OTHER INFORMATION

1. Contract delivery schedule meets department original need date ☐ Yes ☐ No (If not, explain in Section F)
2. If contract type is other than **Firm Fixed Price**, indicate Contract Type: _____

F. NARRATIVE / REMARKS / CONTACTS

INTRODUCTION (Solicitation Description, Release Date, Due Date, etc):

BID EVALUATION (Responsiveness/Responsibility, Rejections, Subcontractors, Basis for Award, etc):

CONTRACT VALUE (Evaluation Model, Extension Period, Escalation, Options, etc.):

PRICE ANALYSIS (Summary/Explanation):

DVBES (Requirement, Incentive, Exemption Reason, Participation, Broker/Agent, Equipment Rental, etc.):

PREFERENCES (Type claimed, amount of percentage applied, etc.):

COMMERICALLY USEFUL FUNCTION (Verification Actions and Conclusion):

OTHER: